

LICENSING NOTEBOOK SUMMARY SHEET

Michigan Department of Human Services
Bureau of Children and Adult Licensing

Child Care Registrant/Licensee _____
Child Care Facility Name _____
Registration/Licensee Number _____

Section 1 – Original Licensing Inspection Report and Addendums

Original Inspection Report Dated _____
Addendum to Original Inspection Report Dated _____
Addendum to Original Inspection Report Dated _____
Addendum to Original Inspection Report Dated _____
Addendum to Original Inspection Report Dated _____
Addendum to Original Inspection Report Dated _____
Addendum to Original Inspection Report Dated _____

Section 2 – Renewal and Interim Inspection Reports

Renewal/Interim Inspection Report Dated _____
Corrective Action Plan Dated _____
Renewal/Interim Inspection Report Dated _____
Corrective Action Plan Dated _____
Renewal/Interim Inspection Report Dated _____
Corrective Action Plan Dated _____
Renewal/Interim Inspection Report Dated _____
Corrective Action Plan Dated _____
Renewal/Interim Inspection Report Dated _____
Corrective Action Plan Dated _____
Renewal/Interim Inspection Report Dated _____
Corrective Action Plan Dated _____

Section 3 – Special Investigation Reports

Special Investigation Report Dated _____
Corrective Action Plan Dated _____
Special Investigation Report Dated _____
Corrective Action Plan Dated _____
Special Investigation Report Dated _____
Corrective Action Plan Dated _____
Special Investigation Report Dated _____
Corrective Action Plan Dated _____

Note: The special investigation report for any special investigations defined as high risk by PA 116 are confidential and must not be included in the notebook. Prior to December 1, 2012, the licensing consultant provided a “Letter of Findings” that must be placed in the notebook in lieu of the high risk special investigation report. After December 1, 2012, the special investigation report cover letter will advise you what documents need to be placed in the notebook.

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